Minutes for Committee Chair

April 26, 2024

Renegade Event Center

# Attendance

## Co-Chairs:

Faculty Co-Chair: Erica Giblin

Administrator Co-Chair: Billie Jo Rice

Classified Co-Chair:

Student Co-Chair:

## Members Present:

Dillon Giblin, Becka Zepeda, Mindy Wilmot, Anita Karr, Michelle Hart, Scott Dameron, Tom Moran, Tye Mccovery, Christine Cruz-Boone, Nicky Damania, Kim Nickell, Andrea Thorson, Sara Manuel, Christine Howell, Bill Moseley, Gilbert Ayuk, Calvin Yu, Vikki Coffee, Tarina Perry, Anna Melby, Grace Commiso, Steven Holmes

## Members Not Present: Joe Grubbs, Rich McCrow

## Guests: Aricia Leighton, Sondra Keckley, Talita Pruett

# Welcome, Introduction of Incoming Chairs

* Rice called the meeting to order and asked members to introduce themselves.

# Review of Agenda

* Rice provided an overview of the agenda.

# Committee Website – Pruett, Keckley & Leighton

* Status of Documents Migration

*Presentation: Committee Site Update*

* + Save documents from 2018 - present.
* Internal Website Audit for ISER

*Presentation: Committee Webpage Best Practices for ISER Preparation*

* + Unapproved minutes are not evidence for the ISER.
  + Approved minutes go with the meeting they are for.
  + Start a culture of naming files using at least elements of the naming convention we use for ISER.
  + Documents should include title, author & date.

# Decision Making Document – Menchaca & Rice

* Review of the draft DMD.

# Future Trainings/Resources Discussion – Menchaca & Rice

* Announcement of upcoming trainings and resources to be posted to website.

# Meeting Adjourned

* 11:30am

Notes recorded by Tarina Perry

# Next Meeting: August 30, 2024